



SOUTH DAKOTA ARMY NATIONAL GUARD
2nd Battalion (Modular Training)
196th Regiment (Regional Training Institute)
803 West National Guard Drive
Sioux Falls, South Dakota 57104



NGSD-RTI-MT

8 February 2015

MEMORANDUM FOR Students attending Small Group Instructor Training Course (SGITC)

SUBJECT: Student Memorandum of Instruction

4. Welcome to the Students attending Small Group Instructor Training Course (SGITC) you are scheduled to attend at 2nd Bn, 196th Regiment (RTI-SD) in Sioux Falls, SD. The course presents lessons and exercises that allow students to experience, first hand, how to prepare and present an effective training session as well as qualify them as military instructors.

- a. **Course**: 131-F13, Small Group Instructor Training, Class 901-15.
- b. **Report to Location**: 2nd Bn, 196th Regiment, 803 W. National Guard Drive, Sioux Falls, SD 57104.
- c. **Report in Time/Date**: NLT 1800 hrs, 08 March 2015. In-processing will begin at 0700 hrs, 09 March 2015. Soldiers who live within a reasonable commuting distance can report at 0700 hrs, 09 March, but must contact course POC listed below to notify them you are doing so or if you need to make other arrangements.
- d. **Course Dates**: 9 – 13 March 2015.
- e. **Emergency Telephone Numbers**: (605) 357-2843/2846 (SFC Mark Meriweather or CPT Brian Hass).

5. **Uniform:**

- a. **Reporting**: Army Physical Fitness Uniform (APFU) with tennis shoes for mandatory weigh in to ensure compliance with AR 600-9.
- b. **Training**: The uniform for the classroom instruction is the Army Combat Uniform (ACU). The Army Physical Fitness Uniform or appropriate civilian clothes will be worn when conducting personal physical fitness training. Civilian attire is authorized after duty hours.
- c. **Graduation / Course Completion**: ACU.

6. The following documents must be provided to the registration team when reporting:

- a. **Official Orders**: The registration team will require a copy of your orders when you report in at the RTI. Dates must be inclusive including required travel time.
- b. **Student in-processing sheet**: Print and complete the attached in-processing sheet.
- c. **Prerequisites**: you must be a graduate of Army Basic Instructor Course (ABIC), Total Army Instructor Training Course (TAITC) or Battle Focused Instructor Training Course (BFITC) to attend this course.

7. Travel/ Accommodations:

- a. **POV/Government vehicle**: Parking is available at the RTI for government and privately owned vehicles.

- b. **Motorcycle**: If you are traveling via personal motorcycle or will be bringing one with you must adhere to the South Dakota TAG and RTI commanders' motorcycle policy. The policy applies to all military personnel in a duty status, on or off a SDNG installation, which includes travel to and from duty station. All members of the SDNG, or those Soldiers attending schools at the SD-RTI, who operate motorcycles must maintain a valid driver's license with an applicable motorcycle endorsement in their state of residence. Additionally they must have successfully completed an approved motorcycle safety course and provide proof of that upon reporting for school at the SD-RTI. In addition the following PPE must be worn – helmet, eye protection, protective clothing including long sleeve shirt or jacket, long trousers, full-fingered gloves and sturdy over the ankle footwear.

- c. **TRiPS**: If you are traveling to the SD-RTI via POV or motorcycle over a distance of 100 miles you are highly encourage to complete an online TRiPS form.

- d. **Government Quarters**:

- 1) Chargeable Quarters are available at a cost to the Soldier. Semi-private (shared bathroom) rooms are \$30.00 per night and Private rooms are \$31.00 per night. Towels and face cloths are in the rooms and will be replaced daily. Light cleaning, to include making the bed, will be performed in your room each day. Normal checkout time is 1100 hrs but a late checkout time can be arranged. To make reservations you must call Sandy at (605) 357-2845.

- 2) Non-chargeable Quarters are also available at no cost to the Soldier. They are open bays with no cleaning service available. Soldiers are required to maintain their areas as well as the latrine areas. Soldiers must bring their own linen and towels. To make reservations you must call SFC Randy Tollefson at (605) 357-2841.

- e. **Meals**: Government meals are NOT available.

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f. **Internet**: There is a wireless network for your personal computers in the building. The 2-196th Regiment is not responsible for lost or stolen items. It is your responsibility to secure your personal items.

g. **Laundry**: There are free washer and dryers located in the bay area available for your use; you will need to provide your own laundry detergent.

8. Enclosed are a strip map and the registration documentation that you must have in your possession when you report for training.

9. The point of contact for this course is SFC Mark Meriweather at (605) 357-2843 or mark.l.meriweather.mil@mail.mil.

FOR THE COMMANDER:

2 Encls
1 – In-processing Form
2 – Map Sioux Falls, SD Armory area

\\\\\\\\signed\\\\\\\\
MARK L. MERIWEATHER
SFC, SDARNG
Course Manager

STUDENT IN-PROCESSING SHEET

**Note: Fill in the upper portion of this form and bring it with you to In-processing.
(Please gather this information before reporting for training.)**

COURSE ATTENDING: _____

NAME _____
Last First MI

HOME ADDRESS: _____ ST _____ ZIP _____

SSN # ____ - ____ - ____

CELL #: (____) ____ - ____

E-MAIL _____ @ _____

EMERGENCY CONTACT: _____

EMERGENCY CONTACT PHONE #: (H) _____

(W) _____

(C) _____

This portion is to be completed by RTI-SD Staff during In-processing.

AGE ____ HEIGHT ____ WEIGHT ____ GO ____ / NO GO ____

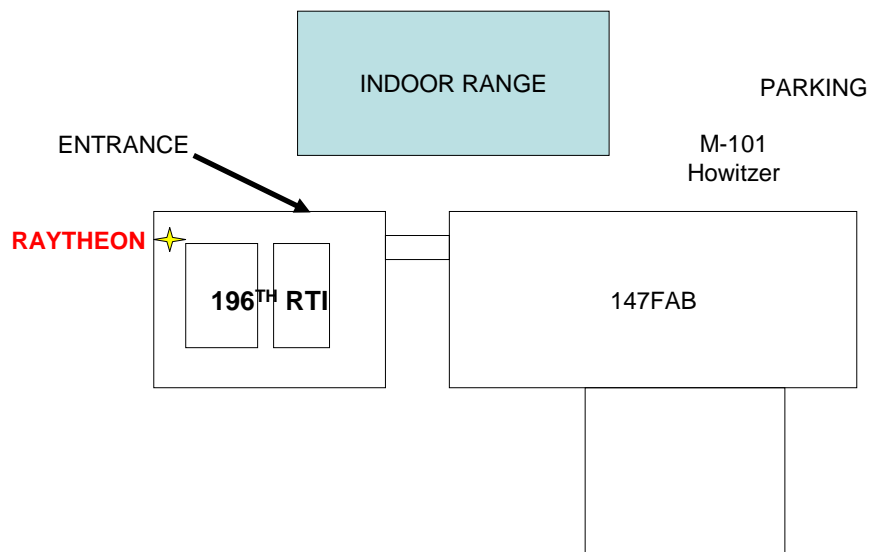
TAPING ____ BODY FAT ____ % GO ____ / NO GO ____

APFT ____ / ____ / ____ PASS ____ / FAIL ____ (for NCOES only)

Date Name Printed Signature Rank



PARKING



Enclosure 2